



– Candidates are invited to use County web site to apply on line –



## **Head Start Director**

*Montgomery County Office of Human Resources, Rockville, Maryland*

**\$61,578 - \$102,153**

This Program Manager is responsible for developing, directing, managing, planning, monitoring and evaluating the Montgomery County Head Start Program, comprising both Federal and State grant programs, to ensure optimal service delivery. This employee provides management of the program, including fiscal control, policy and procedures, and coordination with the delegate agency, Montgomery County Public Schools (MCPS).

Duties include: Manages all Head Start Federal and State grants and contracts, in excess of \$5 million; Oversees allocations, monitoring expenditures and makes modifications necessary to the Federal, State and County portions of the Head Start budget; Executes grant proposals for funding current, new, and expanded programs; Responsible for reporting internally, to federal and state officials and to the Policy Council and Community Action Board; Integrates local, Federal and State plans, priorities, and financial resources with delivery of services; Convenes meetings with County, school system staff and partners to inform public policy, planning, decision making, program modification and funding; Supervises the Head Start program aide, monitors the Head Start grant activities of the administrative specialist and provides supervision to consultants/brokers/temps.

***A complete job summary is available in the full advertisement.***

### **MINIMUM QUALIFICATIONS:**

**Experience:** Thorough five (5) years professional experience in the administration of Head Start or early childhood programs, with significant grant, program and budget management responsibilities.

**Education:** Graduation from an accredited college or university with a Bachelor's Degree.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**All resume submissions must address the preferred criteria for the position which are located in the full advertisement.**

**To apply visit our website at [www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)**

- Click on “**MCG Jobs**” then “**Search Jobs**”. Create an account and submit resume for **Requisition IRC21901**. EOE. M/F/H.
- *Recruitment for this position ends on June 7, 2016*